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TAB D

25X1A A physical relocation of the Cargo Branch as proposed would speed up shipments by as much as two days. An example is the present parcel post shipping procedure (involving 49 per cent of all line items processed by the [REDACTED]) which requires that packed shipments must await marking and delivery instructions from Quarters Eye before they can move. Prior to their movement the packing document (Form 291) must be sent to Quarters Eye for the Cargo Branch to match up with the appropriate Form 88 for review of case, weight, cube, deadline, date, etc. Assuming no change is required in the method of shipment, labels for the parcel post packages are prepared and with the Form 291 sent to the [REDACTED] 25X1A at the Depot. The labels are given to the [REDACTED] 25X1A who locate the packages and affix the address labels. Delivery to the appropriate mail room can then be effected. This entire operation need not take more than a few minutes or hours, depending on the mail room delivery schedule, if the appropriate Cargo Branch personnel were located at the Depot. In addition, the present procedure requires that parcel post shipments be temporarily stored pending confirmation of method of shipment and receipt of labels. This creates an unnecessary requirement for storage space and for a shipping unit locator card system.

25X1A As in the case of parcel post shipments, other type shipments also require marking and delivery instruction correspondence from Quarters Eye. This correspondence would either be eliminated or at least reduced should a transfer of Cargo Branch operations be made to the Depot.

[REDACTED]

In addition to the two day delay caused by correspondence and documentation moving between the two locations there is also the same time-consuming movement of edited Form 88's to the Cargo Branch for review of deadline date, method of shipment, etc., and their return to the Depot before further Supply Division processing can be undertaken. This delay is of special concern to Stock Control at the end of each month when they are required to update accountable records and must have all items posted and ADP punch cards prepared for the machine run listing. This estimated delay of two days caused by the physical separation of the two activities is in addition to the two day delay already described for internal transportation marking and delivery instruction correspondence.

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